State of Nevada Private Investigators Licensing Board

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The following information is required in order to process your request for a registration work card:

1. **Completed Application**: All fields, questions and boxes must be completed. Indicate N/A to information requested that is not applicable.
2. **(1) Passport Photo**: in color, blank background, nothing obstructing your face, 2in. X 2in. in dimension.
3. **Proof of Identification**:
   a. US Passport or US Passport Card (still valid); **or**
   b. Copy of Driver's License (valid) AND copy of Social Security Card
      1. A copy of a state or federal issued ID may be used in place of a driver's license
      2. A copy of your birth certificate may be used in place of a social security card
   c. Please see Form I-9 for other acceptable documents that establish identity and employment authorization (available on the work card/registered employee services portion of the website)
4. **Persons Not Born in the United States-MUST provide for Proof of Identification:**
   a. A copy of the Permanent Resident or Alien Registration Card (valid); **or**
   b. A copy of the Employment Authorization Card (valid) AND a copy of the Social Security Card
   c. For Naturalized Citizens: **MUST** provide Naturalization number
5. **Fingerprints**:
   a. Electronic Submission Form: This is a form (available on the work card/registered employee services portion of the website) that the fingerprinting agency submitting your fingerprints ELECTRONICALLY will stamp to verify submission; **or**
   b. Two (2) Fingerprint Cards: 2 blue and white criminal fingerprint cards (FD-258) (available at local police station or Sheriff's office)
6. **Fees** (money orders & cashier's checks ONLY) (debit and credit w/online application ONLY):
   a. **$85.00**: if fingerprints are submitted **electronically** and the Electronic Submission Form is submitted with application; or
   b. **$95.00**: if fingerprints are submitted on **two (2) fingerprint cards** (these cards MUST be mailed or dropped off, **THEY CANNOT BE SCANNED AND SUBMITTED**).
   c. **$10.00 resubmission fee** for applications returned for being incomplete (for any reason)
   d. **$44.00**: to **expedite the processing of your application**; this is **in addition** to the $85/$95 registration **application fee** and does not guarantee the issuance of a provisional registration, only the expedited processing of the application
      1. The Expedited Disclaimer (available at one of the office locations) MUST be filled out completely and submitted with complete application.
      2. A **COMPLETE** application MUST be turned in to qualify for expedited processing.
      3. Failure to complete the application or to falsify information will result in the denial of your request to expedite; there are NO refunds.
7. **Security Guards Only**: Must submit the security guard exam with a score of **100%.** Answers MUST be submitted on the ANSWER SHEET. A study guide is available on the website or from one of the offices for $5.00 (money order & cashier's check only)

Application Methods:
1. Complete the Registration Work Card Application online at http://nevadapilb.glsuite.us;
   a. All required documents can be uploaded into the online application (except for fingerprint cards); or
   b. All required documents can be mailed to one of our offices; or
2. Complete the paper version and mail the application and the required documents to one of our offices.
3. You may also send a money order or cashier's check for $10.00 and we will mail a paper application to you.

Please Note: Your application will be considered INCOMPLETE until all the requested information and documentation has been received by this office and the system has been updated. Please allow 3-5 business days for mailed, emailed and manually submitted documentation to be entered into the system. To answer additional questions please refer to the FAQ sheet.

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